



Land Use Pre-Submittal Conference Application

Date: _____

CONTACT INFORMATION

Project Number: _____

Project Address: _____

Contact Person for this project: _____

Contact Address (include zip): _____

Phone No: _____

Fax No: _____

Email: _____

Project Architect/Firm (if applicable): _____

APPLICATION TYPE

Check the box which most closely describes the type of questions you would like to address:

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ZONING REVIEW – Check this option if you have questions about specific development standards: **height, yards, setbacks, parking**, etc. If you select this option **STOP** - you may not need a pre-submittal conference. Please complete a Paid Coaching Request form.

Zoning Coaching appointments are available through a Paid Coaching Appointments and are less formal than our pre-submittal conference process. Please see our Request for Paid Coaching Appointment form on our [forms webpage](#). If you are unsure of what type of appointment you need you can submit your question through our online [Land Use Question and Answer](#) or stop by our office for a 20-minute free coaching session with a Land Use Planner and they can assist you with determining if coaching or a Pre-submittal conference is needed.

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LAND USE PRE-SUBMITTAL CONFERENCE: Check this option for a conference which primarily addresses specific discretionary issues as they relate to the Master Use permits with written decisions, such as SEPA, Administrative Conditional Use, Variances, Rezones, Special Exception, Shoreline Permits, etc. Specific questions must be submitted as part of the pre-submittal application along with the code citation.

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DESIGN REVIEW PRE-SUBMITTAL CONFERENCE: Early Design Guidance: Check this option for the required Land Use pre-submittal conference for Design Review projects, whether projects will go to the Design Review Boards or through Administrative Design Review.

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DESIGN REVIEW PRESUBMITTAL CONFERENCE: Streamlined Design Review: Check this option for the required Land Use pre-submittal conference for townhouse projects in Lowrise zones, or exceptional tree removal (unless the Early Design Guidance box is checked above).

Advice from certain specialties within SDCI: Check this option if you would like to talk with certain SDCI experts. These other SDCI staff will be invited to attend; in some cases, however, you may need to follow up separately if they are unable to attend:

- ☐ **Green Building Incentives:** Programs include Priority Green Expedited, Priority Green Facilitated, the Living Building and 2030 Challenge pilots, and green building standards triggered by incentive zoning. More information can be found on our [Green Building Incentives](#) webpage.
- ☐ **Shoreline or Riparian Corridor Issues**
- ☐ **Wetland Issues**

Advice from other City Departments: Check this option if you would like to talk with experts from SDOT, SCL or SPU about project design issues. Specific questions relating to other City department requirements must be submitted as part of the pre-submittal application along with the code citation where applicable. SDCI will invite other Department representatives to attend, however each Department will decide whether they can accommodate this request. In some cases, you may need to follow up separately with representatives from the other Departments.

- ☐ **SDOT Street Use** (include specific questions with this request)
- ☐ **SCL** (include specific questions with this request)
- ☐ **SPU** (include specific questions with this request – Note that standard drainage questions are handled by SDCI staff at our Drainage Counter on a drop-in basis in the Applicant Services Center)

PROJECT INFORMATION

What are the existing uses on site? _____

What is the square footage of the existing use? _____

Please provide a list of the proposed uses and associated square footages:

Uses	Square Footage
_____	_____
_____	_____
<i>Total Square Footage</i>	_____

If the project includes dwelling units, how many units are proposed? _____

How many parking spaces are proposed? _____

Does this project include demolition of any existing structure? Yes _____ No _____

Is there new construction or remodel, or both? New _____ Remodel _____ Both _____

Will you be pursuing a green certification for your project (i.e., Built Green or LEED)? Yes _____ No _____

(If so, see the Green Building Incentives option above.)

Identify any existing project numbers that may be associated with this project: _____

Is this project publicly funded, 100% affordable housing in the application process with the City of Seattle Office of Housing, Washington State Housing Finance Commission, or HUD? Yes _____ No _____

PROJECT ISSUES/QUESTIONS

Please list all specific questions about your project that you would like to have answered, including the related code citations as applicable. Attach additional sheets as needed.

If you have requested advice from other City Departments include any issues or questions for that City Department. The Conference Lead will evaluate the need for other agency participation in the meeting.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

SDCI STAFF ONLY – completed by Staff

Potential MUP Components: _____

Zone: _____ Shoreline Environment: _____

Screening Notes:
